

# **COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**January 23, 2013**

**The Chairman, Paul Pasch, called the meeting to order at 4:30 and the following commissioners were present: Rosalie Jalbert, Robert DiPadua, Rebecca Parenteau and Maurice DeGraide. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.**

### **MINUTES:**

**Motion was made by Commissioner DiPadua and seconded by Commissioner DeGraide to approve the minutes of the December 19, 2012 meeting as presented. Motion carried with all in favor.**

### **TREASURER'S REPORT:**

**After review of expenditures, motion was made by Commissioner DiPadua and seconded by Commissioner DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.**

**The YTD Financials through November 30, 2012 show Public Housing reserves are at 74% due to outlay of cash for insurance**

claims. Total routine expenses are 4% under budget for the first eleven months.

Section 8 is being funded for 2012 for 80%. There will be a reduction in operating reserve of approximately 3% and reserve balance is \$102,399.

The Management Program has a net income of \$22,935 to date but will be better for 2013 because it will be for a full year for the new properties.

## **EXECUTIVE DIRECTOR'S REPORT:**

The Housing Authority is awaiting reimbursement for content damages for the flood of June 2012 and for the transformer replacements as well.

The Operating Subsidy eligibility has been confirmed at \$339,314 for 2013. However, initial prorations for January and February are being funded at 92% until all eligibility requests have been finalized and a bill is passed for the fiscal year appropriations.

National Grid, as sponsor of the Energy Wise Program, contracted with RISE Engineering to perform a survey of each of the public housing properties for additional conservations measures. Following this review, it has been determined that all exterior wall packs at the front and rear of all buildings, on posts, and flood mounted packs will be replaced at no cost to the Authority. The packs carry a five-year life and a five-year warranty. They will also do the insulation at John O. Haynes at no cost to the Authority. RISE Engineering will perform

the work.

The renewal premium for the Authority's property took a hit for the next year. A summary from Gencorp is included in today's packet. A cushion had been provided in the 2013 budget calculation; therefore it is not necessary to put forth a budget revision at this time.

Included in today's packet is the January 2013 NERC/NAHRO newsletter.

The PHADA Conference went well, according to Julie. She is now a new graduate of the Executive Director Education Program.

Discussion was held regarding the fiftieth anniversary dinner plans. The celebration will be held on April 26th at Nino's Restaurant. Julie will put together a total for the board.

#### **MAINTENANCE REPORT:**

Julie stated that according to a web cast she watched, HUD will be requiring the Housing Authority to do a physical needs assessment which she expects will take months to complete. It will be due on September 1st. She is preparing an RFP.

#### **HOUSING REPORT:**

**In Public Housing, vacancies were low for the year and it was a good year for subsidies.**

**The HCV program stayed above the 98% lease up and the January and February subsidy is being funded at what is being spent.**

**Crossroads, The Meadows and Golden Ridge are in great shape and will be reported on one sheet in the future. There were three vacancies at Crossroads; two have been filled and one will be filled by the end of the month.**

#### **RESIDENT SERVICE COORDINATOR:**

**The RSC Coordinator attended training on Non Violence and Interventions on December 6th. Copies of the documents were made and provided to all office staff.**

#### **FAMILY SELF-SUFFICIENCY:**

**The Tis the Season program raised \$2,700 and seventeen Coventry families were adopted.**

#### **CORRESPONDENCE:**

- Letter from a tenant requesting larger raised beds for gardening purposes.**
- Staff thank you note for the Christmas party**

**UNFINISHED BUSINESS: None**

**COVENTRY HOUSING AUTHORITY**

**1/23/2013**

**PAGE 3**

**NEW BUSINESS:**

**A) Annual Memberships:** Julie provided a list of upcoming organizational memberships. Motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to approve payment of submitted annual memberships along with any downward adjustments if needed. Motion carried with all in favor.

**B) Legal Services Contract:** Request for Proposals for the provision of Legal Services were issued with responses due by January 22nd, however none were received. Motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to table this item. Motion carried with all in favor.

**C) Performance Evaluation – Executive Director:** Julie gave a summary of accomplishments for 2012. She has met with department heads to determine what they would like to accomplish. In the HCV program annual inspections are contracted out. However, Julie is adding this responsibility to the staff to do. Chairman Pasch stated that he would like to see a push to keep Crossroads and The Meadows at 100% occupancy. The board submitted all evaluations.

**Commissioner Jalbert stated that she read in the paper that Coventry is going for a grant and asked if the Housing Authority is involved in this. Julie explained that this is a Community Development Block Grant and the Housing Authority would apply for these funds only if the developments were run down, however the Associates have applied for these funds.**

#### **OPEN DISCUSSION:**

**Commissioner Jalbert also informed the board that there would be a fundraiser on February 12th, 13th and 14th at Ruby Tuesday's for Habitat for Humanity.**

**There being no further business to discuss, motion was made by Commissioner DiPadua and seconded by Commissioner Parenteau to adjourn. Motion carried with all in favor.**

**GAIL T. WOODWARD  
RECORDING SECRETARY**